



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

AFLG-PR

5 December 2001

**MEMORANDUM FOR ALL FORSCOM DOCS**

**SUBJECT: Contracting Information Letter (CIL) 02-08**

1. This CIL contains information on the following subjects:

- a. Privatization of Utility Systems
- b. Guidance on Repayment of Student Loans
- c. Military Dining Facility Solicitations and Contracts
- d. Withholding of Personal Information
- e. Transfer of Career Program 14 (CP-14) Functional Chief Representative (FCR)

Responsibilities.

- f. New Attorney General Memorandum on the FOIA
- g. New Form for Requesting Acquisition Position List (APL) Numbers
- h. Procurement Management Mentoring Program (PMMP)

2. Privatization of Utility Systems. Reference memo, SAAL-PS, 20 November 2001, SAB (encl 1). Subject memo encourages the use of the DESC "Template" as a way to save preparation time and enhance consistency in the Army utility privatization process.

3. Guidance on Repayment of Student Loans. Reference memo from the Deputy Assistant Secretary (Civilian Personnel Policy), 6 November 2001, SAB (encl 2). This memo provides the latest guidance on assistance in repayment of student loans in order to attract and retain top quality personnel.

4. Military Dining Facility Solicitations and Contracts. Reference memo, SAAL-PS, 20 November 2001, SAB (encl 3). Subject memo sets forth the latest guidance from Dr. Oscar concerning the Randolph-Sheppard Act.

5. Withholding of Personal Information. Per Mr. Fisher, HQDA FOIA, in view of the recent 9/11 incidents, all staff directories, telephone listings, IMPAC Card Holders, and list of names that affiliate DoD personnel (military and civilian), shall be considered FOR OFFICIAL USE ONLY (FOUO). FOIA requests for these types of items shall be covered under FOIA Exemption 2, High b2, and therefore should not be disclosed. For additional information, please contact Ms. Nancy Ware at DSN 367-5559.

6. Transfer of Career Program 14 (CP-14) Functional Chief Representative (FCR) Responsibilities. Reference memo, SAAL-PM, 6 November 2001, SAB (encl 4). Mr. Edward

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 02-08


Elgart, Acting Deputy Assistant Secretary of the Army (Procurement), is appointed as the FCR for CP-14.

7. New Attorney General Memorandum on FOIA. Reference memo from the U. S. Department of Justice, 15 October 2001, SAB (encl 5). This FOIA policy supersedes the Janet Reno memorandum dated 4 October 1993. As a reminder, the DoJ FOIA Post can be accessed at <http://www.usdoj.gov/oip/foiapost/2001foiapost3.htm>.

8. New Form for Requesting Acquisition Position List (APL) Numbers. The new form for requesting APL numbers for civilian and military personnel is provided at enclosure 6. This replaces the form provided in CIL 01-10. A list and explanation of the codes are also provided. If you are requesting an APL number for DA interns, please use "9999" and "99" as the paragraph and line numbers respectively. For additional information, please contact Clyde Thomas at DSN 367-6372 or [thomasw@forscom.army.mil](mailto:thomasw@forscom.army.mil).

9. Procurement Management Mentoring Program (PMMP): DA has chosen not to fund the PMMP for this FY and it appears they will not provide funding in the years to come. DOCs are encouraged to maintain the momentum of the program, keeping focus on the techniques provided through training sessions. For additional information, please contact Clyde Thomas at DSN 367-6372 or [thomasw@forscom.army.mil](mailto:thomasw@forscom.army.mil).

6 Encls  
as



CHARLES J. GUTA  
Colonel, AC  
Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

November 20, 2001



REPLY TO  
ATTENTION OF

SAAL-PS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Privatization of Utility Systems

Under Title 10, United States Code (U.S.C), Section 2688, Congress gave the authority to the Military Services to privatize their utility distribution systems (or justify exemptions from privatization). The Army goal is to privatize all utility systems, unless specifically exempted as uneconomical or for security reasons, by September 30, 2003.

As we brought to your attention in our memorandum of January 9, 2001, subject as above, the Office of the Assistant Chief of Staff for Installation Management (OACSIM) has worked extensively with the Defense Energy Support Center (DESC) and the utility industry to create a "template" or sample solicitation document. The template is located on DESC's website at <http://www.desc.dla.mil/PublicPages/a/priv/draft.cfm>.

Use of the DESC "template" as a starting point can save solicitation preparation time and enhance consistency in the Army utility privatization process. We encourage Army contracting offices to take advantage of the availability of the "template," keeping in mind that it remains the contracting officer's responsibility to ensure that each individual solicitation issued includes all required/applicable FAR/DFARS/AFARS provisions and clauses. We must also emphasize that inclusion of any non-standard provisions or clauses in utility privatization solicitations and contracts requires submission to the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) for appropriate approval.

My point of contact for utility privatization is Rachel Lilley, 703-681-7565, DSN 761-7565, [rachel.lilley@saalt.army.mil](mailto:rachel.lilley@saalt.army.mil).

Edward G. Elgart  
Acting Deputy Assistant Secretary of the Army  
(Procurement)

November 26, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Repayment of Student Loans

On October 17, 2001, the Office of the Assistant Secretary of Defense authorized the Department of the Army authority to approve student loan repayments. Enclosed is a copy of the delegated authority and the Department of Defense Student Loan Repayment Plan for immediate implementation. Under this program agencies are allowed to pay all or part of an outstanding federally insured student loan to recruit and retain highly qualified employees. The repayment of student loans can be used in conjunction with other recruitment incentives.

The repayment of student loan guidance issued by DoD was written to allow agencies maximum flexibility. As such, the following information should be used along with the DoD guidance and Title 5 U.S.C. § 5379 when determining eligibility and criteria.

Within the Department of the Army, authority to approve repayment of student loans may be delegated to the lowest practical level.

Managers will verify the existence of, and the balance remaining on qualifying outstanding loans by requesting the candidate/employee provide a letter from the loan holder containing this information.

Managers will provide the Customer Service Representative a copy of the signed service agreement for forwarding to the Defense Finance and Accounting Service in order to begin payments to the loan holder.

A copy of the verification of the employee's outstanding federally insured student loan, the manager's justification for authorizing the loan repayment, and a copy of the service agreement will be maintained on the left-hand side of the Official Personnel Folder.

*Encl 2*

Where this program impacts bargaining unit employees' conditions of employment, activities should be reminded of their statutory and contractual labor relations obligations.

//Original signed//  
David L. Snyder  
Deputy Assistant Secretary  
(Civilian Personnel Policy)

Enclosure

DISTRIBUTION:

OFFICE, SECRETARY OF THE ARMY, ATTN: P&ESW (MS. WARD)

COMMANDER

US ARMY EUROPE AND SEVENTH ARMY, ATTN: MS. DAVIS

EIGHTH US ARMY, ATTN: MS. MURPHY

US ARMY FORCES COMMAND, ATTN: MS. MARKS

US ARMY MATERIEL COMMAND, ATTN: MS. DARBY

US ARMY TRAINING AND DOCTRINE COMMAND, ATTN: MS. LAMKIN

US ARMY CORPS OF ENGINEERS, ATTN: DR. DUNCAN

US ARMY PACIFIC, ATTN: MS. MCFADDEN

MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MR. HARDIMAN

US ARMY CRIMINAL INVESTIGATION COMMAND, ATTN: MS. BRAY

US ARMY MEDICAL COMMAND, ATTN: MS. JAMISON

US ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: MR. HARRIS

US ARMY SOUTH, ATTN: MS. SMITH

US ARMY SPECIAL OPERATIONS COMMAND, ATTN: MS. CRUMLEY

US ARMY INTELLIGENCE AND SECURITY COMMAND, ATTN: MR. LOOSE

US ARMY SPACE AND MISSILE DEFENSE COMMAND, ATTN: LTC RAINEY

US MILITARY ENTRANCE PROCESSING COMMAND, ATTN:

MR. SANGERMAN

US ARMY RECRUITING COMMAND, ATTN: MS. PARISH

US ARMY RESERVE PERSONNEL COMMAND, ATTN: MR. WALDRON

US ARMY TEST AND EVALUATION COMMAND, ATTN: MR. PARSONS

US SOUTHERN COMMAND, ATTN: MS. KENYON

SUPERINTENDENT, U.S. MILITARY ACADEMY, ATTN: MACP

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

## **QUALIFYING LOANS FOR REPAYMENT OF STUDENT LOAN INCENTIVE**

The Higher Education Act covers three families of loans, such as:

Loans covered under the Public Health Service Act include:

### Federal Family Education Loans (FFEL)

- Subsidized Federal Stafford Loans;
- Unsubsidized Federal Stafford Loans;
- Federal Plus Loans; and
- Federal Consolidation Loans;

### William D. Ford Direct Loan Programs (Direct Loans)

- Direct Subsidized Stafford Loans;
- Direct Unsubsidized Stafford Loans;
- Direct Plus Loans;
- Direct Subsidized Consolidation Loans; and
- Direct Unsubsidized consolidation Loans;

### Federal Perkins Loan Program

- National Defense Student Loans (made before July 1, 1972);
- National Direct Student Loans (made between 7/1/71 and 7/1/87);
- Perkins Loans (made after July 1, 1987)

Loans covered under the Public Health Service Act include:

- Loans for Disadvantaged Students (LDS);
- Primary Care Loans (PCL);
- Nursing Student Loans (NSL);
- Health Profession Student Loans (HPSL);
- Health Education Assistance Loans (HEAL).



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OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103



20 NOV 2001

SAAL-PS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Dining Facility Solicitations and Contracts

Department of Defense guidance provides that the Randolph-Sheppard (R-S) Act is generally applicable to appropriated fund contracts for military dining facilities. The Office of Secretary Defense General Counsel has opined that the R-S Act may not be applicable to contracts for discrete services that do not involve the operation of dining facilities and that the Department of Education has concurred. This memorandum replaces my March 22, 1999, policy guidance memorandum.

We are continuing to facilitate the development of a framework for partnering between R-S Act vendors, Javits-Wagner-O'Day (JWOD) organizations, and small businesses for future dining facility requirements. The entrepreneurial aspect of the R-S Act is important for the blind community, and the creation of jobs for severely disabled/blind people to reduce the high unemployment rate for such individuals is likewise important. Historically, small business has also benefited from the entrepreneurial experience provided through the operation of dining facilities. Partnering has the potential to create meaningful opportunities for all of the above-noted constituencies. In the interim, contracting activities shall follow the policies and procedures set forth in this memorandum when dealing with R-S Act issues.

Continue to notify this office of any military dining facility requirement. Provide notice early in the procurement planning stage, before the synopsis of the proposed solicitation. State whether the requirement is generally satisfied by inclusion on the procurement list under JWOD, or whether the requirement has been satisfied in the past through set asides – small business or 8(a) program.

Address the following issues during the procurement planning stage. Does the R-S Act apply? The R-S Act may not apply when the contract is for discrete services rather than the overall operation of a dining facility. If the services to be provided are a limited number of discrete services (dining facility attendant or Kitchen Police services) and Government personnel retain the overall operation of the dining facility, then the dining facility is operated



End 3

"in-house" and the R-S Act does not apply. This principle should also be applied to situations where a single "umbrella" food service contract covers multiple dining facilities. In such cases, the applicability/non-applicability of the R-S Act should be based on the predominant character of the procurement (i.e., pre-dominantly a contract for discrete services or predominantly a contract for the operation of dining facilities). When analyzing whether the R-S Act applies to a contract that will cover multiple military dining facilities, be sure to consider the following factors:

- a. The total number of meals served in contractor operated facilities versus the total served in military operated facilities;
- b. The total number of contractor personnel versus the total number of military personnel at the facilities;
- c. The total number of contractor operated facilities versus the military operated facilities.

If the R-S Act does not apply, the solicitation will proceed according to the Federal Acquisition Regulation (FAR) and applicable supplements.

If the R-S Act does apply, follow the procedures in Army Regulation 210-25, Vending Facility Program for the Blind on Federal Property, and inform the State Licensing Agency (SLA) of the requirement. To ensure maximum competition, ensure that the provision identifying the procurement, as subject to the R-S Act, uses language that does not discourage small businesses from competing for the award.

- a. Consider the SLAs as other than small businesses for the purpose of the FAR Part 19, Subparts 702 and 708 and use the subcontracting plan as a source selection evaluation factor. In addition, if the prior contractor utilized a JWOD non-profit agency then you should utilize a subcontracting plan that includes the use of JWOD agencies as an evaluation factor.

- b. Structure the source selection evaluation factors and sub factors such that only the proposals offering the best value will be included in the competitive range. Include only the most highly rated proposals in the competitive range. Apply the rules set forth in the FAR 15.306(c) and contemplate using the clause in the FAR 52.215-1(f)(4) to limit the competitive range for purposes of efficiency. Establishing more than one competitive range is permissible provided it is consistent with the solicitation provision defining the competitive range.



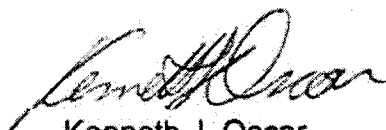
c. For all existing contracts, performance should not be truncated in order to allow SLAs to compete for the contract. The options should be exercised in accordance with the FAR 17.2.

d. If the SLA is in the competitive range, all decisions to award to other than the SLA must be forwarded through this office for approval by the Secretary of Education prior to making the award.

I strongly recommend that contracting officers, with the help of legal counsel, address the applicability of the R-S Act (subsection a. above) in a written memorandum to be placed in the contract file. Additionally, I recommend that contracting activities utilize performance-based statements of work with suitable quality assurance plans and performance standards.

While applying the R-S Act to procurements for military dining facilities may appear to conflict with statutory JWOD and small business preferences implemented in the FAR, it should not result in contract awards that are unsatisfactory in terms of quality, timeliness, and cost.

My point of contact for additional information is Mr. Perry Hicks, (703) 681-5551, DSN 761-5551, email: [perry.hicks@saa.t.army.mil](mailto:perry.hicks@saa.t.army.mil).



Kenneth J. Oscar  
Acting Assistant Secretary of the Army,  
(Acquisition, Logistics and Technology)

**DISTRIBUTION:**

**PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING**

HQ, U.S. Army Materiel Command, ATTN: AMORDA-AC (PARC),

5001 Eisenhower Avenue, Alexandria, VA 22333-0001

U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,

Building 4488, Redstone Arsenal, AL 35898-5000

U.S. Army Robert Morris Acquisition Center, ATTN: AMSSB-AC,

4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-5002

U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,

Building 1208E, Fort Monmouth, NJ 07703-5000

U.S. Army Operations Support Command, ATTN: AMSOS-CC, Building 350,

5<sup>th</sup> Floor, North Wing, Rock Island, IL 61299-6000



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OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

06 NOV 2001

SAAL-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transfer of Career Program 14 (CP-14) Functional Chiefs  
Representative (FCR) Responsibilities

Mr. Edward Elgart, Acting Deputy Assistant Secretary of the Army  
(Procurement), is appointed as the Functional Chiefs Representative for CP-14.  
Mr. Edward Elgart will assume all FCR responsibilities effective upon signature.

Please refer all CP-14 FCR actions to Mr. Elgart.

Kenneth J. Oscar  
Acting Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)

U.S. Department of Justice

Office of Information and Privacy

Telephone: (202) 514-3642

Washington, D.C. 20530

October 15, 2001

**MEMORANDUM**

TO: Principal FOIA Administrative and Legal  
Contacts at All Federal Agencies

FROM: Richard L. Huff  
Daniel J. Metcalfe  
Co-Directors office of Information and Privacy

SUBJECT: New Attorney General Memorandum on the FOIA

Enclosed is a new policy memorandum on the Freedom of Information Act that was issued by Attorney General John Ashcroft this past Friday evening, October 12, 2001.

As you can see, Attorney General Ashcroft's FOIA Memorandum establishes a new "sound legal basis" standard governing the defense of Freedom of Information Act lawsuits by the Department of Justice. It also recognizes the continued agency practice of making discretionary disclosures of exempt information under the Act, subject to statutory prohibitions and careful agency consideration of all institutional, commercial, and personal interests involved.

This new statement of FOIA policy supersedes the FOIA Policy statement that was issued by the Department of Justice in October 1993, and it is effective immediately. The presidential statement on the FOIA that was issued in 1993 remains in effect.

Please ensure that this new FOIA policy memorandum is distributed widely within your agency as expeditiously as possible. Additionally, we will be distributing and discussing it at a FOIA officers Conference to be held on Thursday, October 18, at the Commerce Department's Main Auditorium, at 10:00 a.m. It also is being made available through *FOIA Post* on the Department of Justice's FOIA Web site as of today.

Do not hesitate to contact OIP, through its FOIA Counselor service, at (202) 514-3642, with any question about this FOIA policy memorandum or any other aspect of FOIA administration.

Enclosure

*Encl 5*

*Office of the Attorney General*  
*Washington, D.C. 20530*

October 12, 2001

**MEMORANDUM FOR HEADS OF ALL FEDERAL DEPARTMENTS AND AGENCIES**

**FROM:** John Ashcroft  
Attorney General

**SUBJECT:** The Freedom of Information Act

As you know, the Department of Justice and this Administration are committed to full compliance with the Freedom of Information Act (FOIA), 5 U.S.C. § 552 (2000). It is only through a well-informed citizenry that the leaders of our nation remain accountable to the governed and the American people can be assured that neither fraud nor government waste is concealed.

The department of Justice and this Administration are equally committed to protecting other fundamental values that are held by our society. Among them are safeguarding our national security, enhancing the effectiveness of our law enforcement agencies, protecting sensitive business information and, not least, preserving personal privacy.

Our citizens have a strong interest as well in a government that is fully functional and efficient. Congress and the courts have long recognized that certain legal privileges ensure candid and complete agency deliberations without fear that they will be made public. Other privileges ensure that lawyers' deliberations and communications are kept private. No leader can operate effectively without confidential advice and counsel. Exemption 5 of the FOIA, 5 U.S.C. § 552(b)(5), incorporates these privileges and the sound policies underlying them.

I encourage your agency to carefully consider the protection of all such values and interests when making disclosure determinations under the FOIA. Any discretionary decision by your agency to disclose information protected under the FOIA should be made only after full and deliberate consideration of the institutional, commercial, and personal privacy interests that could be implicated by disclosure of the information.

In making these decisions, you should consult with the Department of Justice's Office of Information and Privacy when significant FOIA issues arise, as well as with our Civil Division on FOIA litigation matters. When you carefully consider FOIA requests and decide to withhold records, in whole or in part, you can be assured that the Department of Justice will defend your decisions unless they lack a sound legal basis or present an unwarranted risk of adverse impact on the ability of other agencies to protect other important records.

This memorandum supersedes the Department of Justice's FOIA Memorandum of October 4, 1993, and it likewise creates no substantive or procedural right enforceable at law.

# Acquisition Position Data

## Position Data

|              |  |              |  |              |  |
|--------------|--|--------------|--|--------------|--|
| APL NUMBER:  |  | SSN:         |  | COMPONENT:   |  |
| COMMAND:     |  | UIC:         |  | TDA VERSION: |  |
| TDA PARA NO: |  | TDA LINE NO: |  |              |  |

## Civilian Data

|           |  |               |  |             |  |
|-----------|--|---------------|--|-------------|--|
| PAY PLAN: |  | TARGET GRADE: |  | OCC SERIES: |  |
|-----------|--|---------------|--|-------------|--|

## Military Data

|               |  |           |              |      |  |
|---------------|--|-----------|--------------|------|--|
| DERIV UIC:    |  | MACOM:    |              |      |  |
| UNIT NAME:    |  | LOCATION: |              |      |  |
| RANK:         |  | PRC:      |              | ASI: |  |
| SRP:          |  | ACS:      |              | MER: |  |
| ORGANIZATION: |  |           | DISPOSITION: |      |  |

## Acquisition Codes

|      |  |      |  |
|------|--|------|--|
| APC: |  | APT: |  |
| ACL: |  | API: |  |
| SAA: |  |      |  |

**\*\*For Contracting Positions Only:\*\***

|          |  |          |  |
|----------|--|----------|--|
| APC (2): |  | ACS-PRI: |  |
|          |  | ACS-SEC: |  |

## Position Description

|                       |  |              |
|-----------------------|--|--------------|
| POSITION TITLE:       |  |              |
| POSITION DESCRIPTION: |  | REVIEW DATE: |
|                       |  |              |

## Rater/Senior Rater

|                          |  |
|--------------------------|--|
| RATER DUTY TITLE:        |  |
| SENIOR RATER DUTY TITLE: |  |

## CIVILIAN ACQUISITION POSITION REFERENCE INFORMATION

Users should consult current authorization documents (TDA or TOE) and applicable references (DOD 5000.52-M and DODI 5000.55) when making updates. Contact the Civilian Personnel Office for other questions.

|                |  |
|----------------|--|
| CAPL NUMBER    | Each position on the CAPL has a unique CAPL number. The CAPL proponent will assign CAPL numbers. The number is a 9-digit alphanumeric (example AE970011C) where the first two digits indicate the command, the next two the fiscal year the position was established, and the 'C' on the end represents a civilian position. Not editable. |
| SSN            | The social security number of the person occupying the position (not a required field).  |
| CPCN           | Civilian Position Control Number. This is a ten-digit alphanumeric used to identify a civilian position. The servicing CPO assigns it.   |
| PAY PLAN       | The pay plan of the position. This is a two-digit field (e.g. GS for General Schedule).  |
| TARGET GRADE   | The target grade of the position. This is a two digit numeric field (example: 00 for SES). This may or may not be the same as the pay grade of the incumbent.  |
| COMMAND        | Command Code. Two-digit identifier to indicate a command (example: AE is AAESA).   |
| UIC            | Unit Identification Code. Taken from unit's authorization document TOE or TDA (example: W4GGAA for TACOM, W27P11 for PEO STAMIS). This is a six-digit field.   |
| ORGANIZATION   | Text description associated with the UIC. This is automatically updated and not editable.  |
| TDA PARA NO.   | Position paragraph from the current authorization document.  |
| TDA LINE NO.   | Position line Number from the current authorization document.  |
| TDA VERSION    | The version of the authorization document used for the review (e.g. 0199).   |
| OCC SERIES     | Four digit number indicating a specialized line of work to include level of difficulty and responsibility (e.g. 1102 for contracting).   |
| CAREER PROGRAM | Two-digit number indicating career program for the position (example: 13 for Supply Management).   |
| POI            | Personnel Office Identifier. This is a four-digit number indicating the supporting Civilian Personnel Office that is authorized to appoint or separate an employee.  |
| APC            | Acquisition Position Category: This single digit letter identifies functional subsets of different acquisition   |

|     |   |
|-----|---|
|     | <p>positions.</p> <ul style="list-style-type: none"> <li>• A = PROGRAM MANAGEMENT (Applies to PEO/PM, direct matrix support, and TRADOC positions not coded C, R, S, or T)</li> <li>• C = CONTRACTING</li> <li>• D = INDUSTRIAL PROPERTY MANAGEMENT</li> <li>• E = PURCHASE AND PROCUREMENT ASSISTANT</li> <li>• G = MANUFACTURING &amp; PRODUCTION</li> <li>• H = QUALITY ASSURANCE</li> <li>• K = BUSINESS, COST ESTIMATES, FINANCIAL MANAGEMENT</li> <li>• L = ACQUISITION LOGISTICS</li> <li>• R = COMMUNICATIONS-COMPUTER SYSTEMS</li> <li>• S = SYSTEMS PLANNING RESEARCH, DEVELOPMENT AND ENGINEERING</li> <li>• T = TEST &amp; EVALUATION</li> <li>• V = PROGRAM MANAGEMENT OVERSIGHT</li> <li>• X = EDUCATION, TRAINING, AND CAREER DEVELOPMENT</li> </ul> |
| APT | <p>Acquisition Position Type. Select the number corresponding to the proper description of the position from the information below. A required field.</p> <ul style="list-style-type: none"> <li>• 1= Critical Acquisition Position - but not a PM, DPM, Commander, Director, or Division Chief.</li> <li>• 2= Critical Acquisition Position - a PM, DPM, Commander, Director, or Division Chief.</li> <li>• 3= Developmental Acquisition Position - <b>this code is not used by the Army.</b></li> <li>• 4= Acquisition position neither developmental nor critical.</li> <li>• 5= Critical Acquisition Position - Developmental</li> </ul>  |
| ACL | <p>Acquisition Career Level Required. The level at which the incumbent should be certified to fully perform the duties of the position.</p> <ul style="list-style-type: none"> <li>• 1 - Career Level I (Basic GS5/7)</li> <li>• 2 - Career Level II (Intermediate GS9/12)</li> <li>• 3 - Career Level III (Senior GS13 and above)</li> </ul>   |
| API | <p>Acquisition Program Indicator. This code applies only for PM and Deputy PM positions. This will be left blank for all other positions.</p> <ul style="list-style-type: none"> <li>• Blank = Not Applicable</li> <li>• 1 = Major defense acquisition program (ACAT I)</li> <li>• 2 = Significant, non-major defense acquisition program (ACAT II)</li> <li>• 3 = ACAT I &amp; II defense acquisition program</li> </ul>   |

|         |  |
|---------|--|
|         | <ul style="list-style-type: none"> <li>• 4 = ACAT III or IV acquisition programs (non-major)</li> <li>• 9 = None of the above</li> </ul>   |
| SAA     | <p>Special Acquisition Assignment. Indicate the appropriate code if the position carries with it the following special assignments.</p> <ul style="list-style-type: none"> <li>• A = Program Executive Officer</li> <li>• B = Program Manager</li> <li>• C = Deputy Program Manager</li> <li>• D = Senior Contracting Official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity</li> <li>• E = Education, training, and career development position</li> <li>• F = Contracting Officer. Warranted contracting officers above the small purchase threshold.</li> <li>• G = A and F, above.</li> <li>• H = B and F, above.</li> <li>• J = C and F, above.</li> <li>• K = D and F, above.</li> <li>• L = Deputy PEO</li> </ul> |
| APC (2) | <p>Second APC required for those positions with primary APC 'C.' Use the same codes as APC, above.</p>   |
| ACS-PRI | <p>Acquisition Career Specialty - Primary This applies to APC C only</p> <ul style="list-style-type: none"> <li>• Blank = N/A</li> <li>• 1 = Primarily pre-award oriented</li> <li>• 2 = Primarily post-award oriented</li> <li>• 3 = Primarily cost/price analysis oriented</li> <li>• 4 = Both pre-award and post-award oriented</li> <li>• 5 = Primarily post, station, installation (base oriented)</li> <li>• 6 = Contracting for Construction</li> <li>• 8 = None of the above</li> <li>• 9 = Unknown</li> </ul>   |
| ACS-SEC | <p>Acquisition Career Specialty - Secondary. This applies to APC C only.</p> <ul style="list-style-type: none"> <li>• Blank = N/A</li> <li>• 1 = Acquisition of Information Resources</li> <li>• 2 = Major System Acquisition (&gt;50% time spent)</li> <li>• 3 = Both 1 and 2</li> <li>• 8 = None of the above</li> </ul>   |



|                             |  |
|-----------------------------|--|
|                             | <ul style="list-style-type: none"> <li>• 9 = Unknown</li> </ul>  |
| POSITION TITLE              | The Title of the Position (example: GENERAL ENGINEER).   |
| DISPOSITION                 | <p>Disposition Indicator. Indicates the position status applicable to the CAPL Review. This field is automatically updated and not editable by the user.</p> <ul style="list-style-type: none"> <li>• BLANK: Position not reviewed.</li> <li>• RETAINED/NO CHANGE: This is a position on the CAPL that should remain unchanged.</li> <li>• RETAINED/ADMIN: This is a position on the current CAPL for which changes are necessary.</li> <li>• ADD: A new job function.</li> <li>• DELETE: This is a position on the CAPL that should be deleted.</li> <li>• DELETE (Not CAPL, but AWD). This is a position identified as AWD, but not desired to be part of the CAPL</li> <li>• DELETE (Not CAPL, not AWD). This is a position identified as AWD, but not desired to be part of either the CAPL or AWD.</li> </ul> |
| REVIEW DATE                 | Indicates the date that the position was reviewed. Not editable.   |
| DUTIES AND RESPONSIBILITIES | <p>This should describe the acquisition specific duties for the position. It should be in sentence case. Do not enter in all capital letters. Avoid acronyms. The Duty Titles of Product Manager, Project Manager, and Program Manager are reserved for those positions that have been designated as Board Selected PM Positions. Duty Titles should be descriptive, i.e., "Assistant Product Manager Logistics" instead of simply "APM". <b>*This position description should not exceed nine lines.</b></p>  |
| RATER DUTY TITLE            | Title of Rater   |
| SENIOR RATER DUTY TITLE     | Title of Senior Rater  |